



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 344.3

Job Title: **ASSISTANT CITY CONTROLLER III**

Pay Grade: 25

GENERAL SUMMARY:

Performs specialized accounting procedures in the preparation, review, analysis and reconciliation of complex financial reports and statements.

RESPONSIBILITIES:

- Prepares interim and annual financial statements, schedules, reports and related work papers.
- Recommends systems improvements and alternate accounting systems.
- Performs account analysis and assists other departments in solving accounting problems.
- Oversees financial record keeping and cost control systems.
- Supervises various complex accounting functions including financial analysis and financial statement preparation.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field. Certified Public Accountant (CPA) is preferred.

EXPERIENCE:

Four years of accounting and/or auditing experience are required.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant City Controller I
Assistant City Controller II
Assistant City Controller III
Assistant City Controller IV
Assistant City Controller V

Effective Date: October 1990

Revised Date: July 1998